

**CITY OF CARROLLTON
EMERGENCY STAND BY GENERATOR
REQUEST FOR PROPOSAL**

Sealed proposals will be received by the City of Carrollton, 315 Bradley Street, Carrollton Georgia 30117 until noon on **May 12, 2016** for the installation of three emergency generators and delivery of one portable generator. All proposals are subject to the provisions of the conditions outlined in this bid document. Proposals shall be opened promptly at the above stated time and date and their contents will be made public for the information of the Respondents and others properly interested. The proposal will not be awarded until the applicable designated city officials have had ample time to review each proposal. Proposals must be submitted in a sealed envelope with "RFP Emergency Stand By Generator" clearly marked on the outside of the envelope for easy identification by the City of Carrollton. Any proposals received later than the specified time will not be accepted/considered. The city will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Proposals submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and should be addressed to:

**City of Carrollton
315 Bradley Street
Carrollton, GA 30117**

The City of Carrollton reserves the right to engage in discussions with or request additional information from any or all responsible Respondents who submit proposals which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the RFP requirements herein. The RFP (Request for Proposal) is **not a bid**. In the event the City elects to negotiate a contract with the successful Vendor, any contract shall contain, at a minimum, the term and conditions (or substantially the same term and conditions) as hereinafter stated. The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the City. This solicitation does not commit the City of Carrollton to award a contract/purchase order, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. The City of Carrollton reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

INSTRUCTION FOR PROPOSERS:

All proposals must be signed by an authorized officer or agent of the company submitting the proposal and delivered in sealed envelopes to City Hall no later than the time and date indicated above. Proposals received after the time and date indicated above will not be considered. Faxed proposals will not be accepted under any circumstances. The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the designated City official. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. The City of Carrollton shall not be legally bound by any amendment or interpretation that is not in writing. The City will rank, based upon the evaluation criteria, all responsible and responsive vendors. The City will begin negotiations with the top ranked vendors and will continue with negotiation down the ranking until a satisfactory contract with the City is finalized, if any. The terms and conditions of the contract will be no less advantageous than the provisions of this RFP or the Vendor's proposal. The City reserves the right to make a partial award or to split the award at its sole discretion.

The City recommends that all perspective respondents visit each applicable site in order to verify field measurements before submitting proposals.

DEFINITIONS: Responsible Respondent means a respondent who has the capability in all respects to fully perform contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Respondent means a respondent who has submitted a proposal which conforms in all material respects to the Request for Proposal.

CHANGES: Any changes in this Request for Proposal after the purchase order/contract agreement has been awarded must be with the written consent of the designated city official or the City Manager; otherwise, the responsibility for such changes lies with the vendor. Any changes to the specifications in this request for proposal package shall be in writing and an addendum will be distributed to all prospective respondents so each respondent can compete equitably.

INQUIRIES: Questions concerning this request for proposal should be directed to the City Fire Marshall Tracy Smith in writing by e-mail at tsmith@carrollton-ga.gov. The deadline for the submission of all inquiries is **May 6, 2016**. Any changes to the specifications in the proposal package shall be in writing and an addendum will go out to all prospective respondents so each bidder can compete equitably.

MANDATORY PRE-PROPOSAL CONFERENCE:

A pre-bid conference will be held at 10:00 am on **April 28, 2016** at City Hall. The purpose of the pre-proposal conference is to review the scope of work, specifications, and to receive questions from interested vendors. **Attendance by a responsible representative of the firm is required at the pre-proposal conference. Firms not properly represented at the pre-bid conference will not be considered for evaluation.**

NUMBER OF PROPOSALS SUBMITTED:

Each Vendor must submit four (4) copies of the proposal. Only original documents will be accepted; faxed or electronically mailed versions will not be accepted. The Vendor must mark on the envelope or wrapping containing the proposal, the RFP identification specified in the RFP and note "Original" on the original proposal. All proposals shall include an itemized statement of materials to be utilized.

AWARD OF CONTRACT:

Selection shall be made of one or more Respondents deemed to be fully qualified and best performing among those submitting proposals on the basis of the evaluation factors listed below. Negotiations shall be conducted with the Respondents so selected. Price shall be considered, but may not be the sole determining factor. After negotiations have been conducted with each Respondent so selected, the City shall select the Respondent(s), which in its opinion, has made the best proposal, and recommend that a contract(s) be awarded to the Respondent. All contracts shall be in accordance with the laws of the State of Georgia. The City of Carrollton may cancel this RFP; reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

EVALUATION PROCEDURE:

All proposals will be evaluated and ranked by the City of Carrollton. Negotiations and/or award of a contract may be initiated without further contact with other Respondents.

BASIS FOR AWARD:

A committee consisting of the City of Carrollton Fire Marshall, City Engineer and Maintenance Superintendent will review RFP submittals and will base its recommendation on the "Evaluation Criteria" set forth in this RFP. The committee will evaluate each proposal and individual coverage selections and will rank them according to the Evaluation Criteria. The Committee may make such reasonable investigation, as it deems proper and necessary to determine the ability of the Respondent to perform the work/services.

SELECTION PROCESS:

The City shall select the most qualified Respondent based on the Evaluation Criteria listed in this solicitation. In making this decision, the City shall consider all established evaluation criteria listed herein. Each response shall be subject to the same review and evaluation process.

RFP EVALUATION CRITERIA:

Each submittal will be evaluated based on the following required information.

Criteria Weight

- A. Qualifications/Experience with This Type of Work 10%
- B. Use of Existing Equipment as Appropriate 20%
- C. Detailed Approach to Work 20%
- D. Warranties 20%
- E. Cost 30%

Each category will be scored by the evaluators on a 0-100 point scale.

PERFORMANCE BOND:

A performance bond in the amount of the full amount (100%) of the contract price shall be executed and submitted to the City within 15 days from contract award date. Failure of the contractor to satisfactorily fulfill their obligations shall be cause for the forfeiture of the guaranty.

INSURANCE REQUIREMENTS:

The successful respondent shall agree to hold harmless, indemnify and defend the City of Carrollton, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include, but are not limited to, actual, consequential, incidental or punitive damages. The successful respondent shall agree to maintain sufficient comprehensive general liability insurance in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the City by an appropriate certificate-of-insurance issued by the successful respondent's insurance agent. Vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence shall be maintained by the successful respondent.

Scope of Work:

Vendor will provide and/or install four emergency generators as individually specified and at the locations provided. The vendor shall verify appropriate generator size by evaluating the existing conditions at each location. The vendor shall provide the necessary concrete pads for each generator requiring installation and shall provide all electrical conduits, switchgear and wiring. Upon completion of generator installation, the vendor shall test and certify the system as ready and operational. The vendor is responsible for obtaining any and all permits that may be

required for this project. Vendor shall make all efforts to propose equipment so similarly manufactured as to reduce any burden of inventories of recommended spare parts on the part of the City.

Generator #1 – Lift Station - Portable

Delivery of One (1) 150 kw Diesel Generator Set with multi-voltage selector switch (480Y/277, 240/120 Three Phase, 208Y/120, 120/240 Single Phase) 200A and 400A output breakers, 10A Battery Charger, 2500w Block Heater, digital control panel, sound attenuated enclosure, 24 hour fuel tank all mounted on DOT approved trailer to include 100 linear feet of output cables with cam-loc connectors, pigtails for each end and cable storage box. Witness test, start-up and 4 hours on site testing included. Stamped electrical drawings

Generator #2 – Water Filter Plant - Stationary

Delivery and installation of one(1) 750 kw Diesel Generator Set, 480Y/277, Four 800A output breakers, 10A battery charger, 9000w block heater, digital control panel, automatic transfer switch and sound attenuated enclosure. Includes 100' linear run of output cables in conduit for each 800A breaker. Includes construction of concrete pad including all conduits for connection from generator to existing conduits from motor control center. Also includes a maximum 950 gallon capacity fuel tank. Witness test, start-up and 4 hours on site testing included. Stamped electrical drawings

Generator #3 – Little Tallapoosa Lift Station – Stationary

Delivery and installation of one(1) 550 kw Diesel Generator Set, 480Y/277, 800A output breaker, 10A battery charger, 6000w block heater, digital control panel, automatic transfer switch, sound attenuated enclosure, and 400 gallon capacity fuel tank with appropriately sized secondary spill containment. Includes construction or modification of concrete pad including all conduits for connection from generator to existing conduits from motor control center. Witness test, start-up and 4 hours on site testing included. Stamped electrical drawings

Generator # 4 – Buffalo Creek Lift Station – Stationary

Delivery and installation of one(1) 800 kw Diesel Generator Set, 480Y/277, 1200A output breaker, 10A battery charger, 9000w block heater, digital control panel, automatic transfer switch, sound attenuated enclosure, and a maximum 950 gallon capacity fuel tank with appropriately sized secondary spill containment. Includes construction or modification of concrete pad including all conduits for connection from generator to existing conduits from motor control center. Witness test, start-up and 4 hours on site testing included. Stamped electrical drawings